



MANAGEMENT OPPORTUNITY CITY OF LONG BEACH

REAL ESTATE OFFICER DEPARTMENT OF COMMUNITY DEVELOPMENT PROPERTY SERVICES BUREAU

THE POSITION

The Real Estate Officer reports to the Manager of the Property Services Bureau and is responsible for managing, coordinating and providing centralized real estate leasing, acquisition, custody, and disposition services for all City departments except Harbor. This position will manage both staff and consultants, and will assist the Property Services Bureau Manager in the operation of all Bureau activities.

EXAMPLES OF DUTIES

- Manage the acquisition or partial acquisition of property either through negotiated settlement or condemnation resulting in successful projects being completed in a timely manner.
- Oversees the inventory of leases, permits and other real estate agreements to ensure that appropriate arrangements are made in a timely manner for the renewal, renegotiation of rent, or other required action prior to specific deadlines.
- Oversees appraisal, acquisition, relocation, remediation, and demolition activities on behalf of the City and the Redevelopment Agency.
- Ensure that the Bureau's client departments receive quality real estate services.
- Ensure that the Director of Community Development and client department heads are kept informed of status of development projects or lease negotiations, as appropriate.
- Perform other related duties as requested.

THE ORGANIZATION

The Department of Community Development has over 250 employees and an annual operating budget in excess of \$125 million. The Department consists of nine bureaus: Administrative and Financial Services, Neighborhood Services, Project Development, Property Services, Redevelopment, Housing Services, Housing Authority, Economic Development, and Workforce Development.

QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's Degree in Economics, Real Estate, Public or Business Administration, or a closely related field, and a minimum of ten years of increasingly responsible related experience is required. A Master's degree is preferred. Experience must include project planning, economic analysis, negotiating and deal making skills, and budgeting and project management skills. Excellent computer skills, including sophisticated spreadsheet project management and financial analysis, as well as administrative and supervisory experience are required. Excellent written and oral communication skills are required. Public agency experience is preferred.

SALARY

\$64,885 – \$97,328, depending upon qualifications. Placement is normally below the midpoint (\$81,107) with increases based on a merit pay plan.

SELECTION PROCEDURES

Interested applicants must forward a current resume and letter of interest. Resumes will be reviewed for experience and education as it relates to the position. The most qualified candidates will be invited to participate in further selection procedures. Resumes will be accepted until 5:00 p.m. August 31, 2004. If you require an accommodation because of a physical or mental disability in order to participate in any phase of the application process, please advise us when submitting your letter of interest. Submit your letter and resume to:

**Real Estate Officer Recruitment
Administrative and Financial Services Bureau
Department of Community Development
333 W. Ocean Blvd., Third Floor
Long Beach, CA 90802**

The City of Long Beach is an Equal Opportunity Employer and will provide reasonable accommodations in accordance with the Americans with disabilities Act of 1990 and Fair Employment and Housing Act. This information is available in an alternative format by request to the Payroll/Personnel Office at (562) 570-5799.